



COLLIER COUNTY PUBLIC SCHOOLS

Guest Teacher Handbook

2011-2012



**COLLIER COUNTY
SCHOOLS**

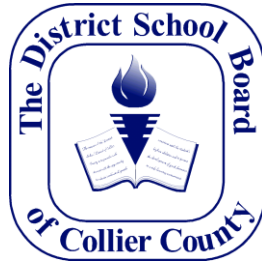
EVERGLADES CITY, IMMOKALEE, MARCO ISLAND & NAPLES, FL

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INTRODUCTION





COLLIER COUNTY PUBLIC SCHOOLS
5775 Osceola Trail • Naples, FL 34109-0919
Telephone: (239) 377-0335
FAX: (239) 377-0336
Website: www.collierschools.com

Welcome To Our Guest Teachers!

In Collier County, the school, the home, and the community work together to prepare our young people for this century. Our focus is on the student in all that we do in our public schools.

Because of our focus on student achievement and success, we want to assist you in being effective each and every time you enter a classroom as a ***Guest Teacher***. Our Professional Training Program was designed to provide the support you need to foster continuity in the instructional program. Your success as a ***Guest Teacher*** enhances the chances for success of the students in your care. We encourage you to seek assistance from other staff if you have questions or need additional guidance.

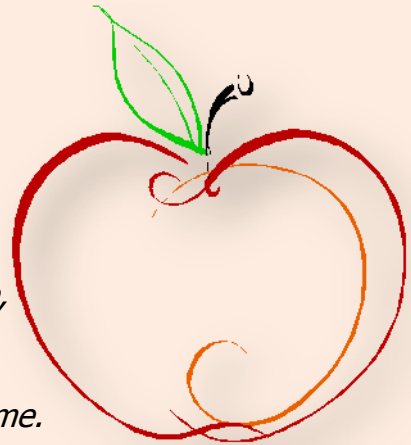
Thank you for your time, creativity, and enthusiasm to work in a stimulating environment where excellence is an expectation. Welcome to our team!

Have A Great School Year!

I Came

*When your child had a temp of 103,
When you worked in the yard and fell out of a tree,
When your folks came to town and you couldn't break free,
When you were scheduled for surgery, remember....*

I came.



*When you had jury duty, and you had to go,
When you had a traffic ticket and you had to show.
When you had knee pain that was starting to grow
When you had a meeting 'cause test scores were low, remember....*

I came.

*When you were in need of a mental health day
When you were on your last nerve with the kids that day
When you had to go, you simply couldn't stay...
I had other plans, but you called anyway....so*

I came.

*I'm often forgotten, I'm an unknown name.
My work and my style may not be the same
Some glorious title I might never claim...
But I want you to remember, when called.....I came.*

I am your guest teacher.

Linda Helbach

THE GUEST TEACHER HANDBOOK

INTRODUCTION

The purpose of this handbook is to assist you in understanding your duties and responsibilities as a guest teacher in Collier County Public Schools.

If you should need additional information or assistance, please call the Sub-Central Office at 239-377-0366, we will be happy to answer questions you have regarding our guest teacher program.

In every state, district, and school in America, an estimated 10% of all of the children attending school are being taught by guest teachers each day. An educational survey determined that for every student completing grades 1-12, one year of that student's education will be taught by a guest teacher. Depending upon whether one looks at this as an opportunity or a problem will greatly affect the quality of the teaching being performed during this time.

This handbook is divided into six sections:

1. **Overview** contains the role of the guest teacher in the educational process.
2. **School Safety** contains information on the safety of students and personnel.
3. **Process and Procedures** contains information for the application process, use of the substitute assignment management system profile form, pay, and long-term assignments.
4. **Expectations and Responsibilities** contains a list of expectations, general guidelines, responsibilities, and suggestions for classroom management techniques.
5. **General Information** contains information on School Board members, maps, school opening and dismissal times, calendars, and school cancellation/delayed openings.
6. **Guest Teacher Ideas** contains ideas for a super-sub pack, suggested activities, reference books, and work-schedule forms.

OVERVIEW

The guest teacher's role in the educational process of Collier County Public Schools is very important. ***Providing continuity in the classroom instructional program is essential to a sound education.*** Occasional absences from classes are unavoidable; however, the continuity of the program can and should be maintained by guest teachers who are well versed in the policies, procedures, and expectations of the school and classroom. Through professional training and experience, guest teachers provide students with instruction to minimize negative effects in student achievement that may result from absences of employees.

A guest teacher should expect the needs and intentions of a classroom teacher to be communicated prior to taking charge of the class; conversely, a classroom teacher should expect the plans and assignments, which he/she has left, to be carried out by the guest teacher assigned to his/her classroom. Each guest teacher has an important role to play in the educational process. This handbook is intended to establish communication and expectation levels between the employee and the guest teacher.

*The quality guest teacher assistant, secretary, health clinic assistant, or school nurse also endures that students' needs are met by fulfilling their roles with the high standards students are accustomed to receiving.

Any questions about assignments or problems in guest teaching at a school should be addressed with the school administrator. Concerns or issues about your availability for guest teaching or your enrollment on the substitute list should be addressed with Sub Central.

IMPORTANT CONTACTS

DEPARTMENT FOR HUMAN RESOURCES

Guest Teacher/ Guest assistant Information

5775 Osceola Trail

Naples, FL 34109

(239) 377-0366

AESOP

www.aesoponline.com

Payroll Department

(239) 377-0035

The information provided is summary in nature. In the event of any conflict between the content hereof and School Board Policy, established by either the School Board or the Administration, the provision hereof shall not control. This information is subject to change without notice.

SAFETY IN SCHOOLS



CODE YELLOW LOCKDOWN

SHELTER IN PLACE

A THREAT CONDITION LOCKDOWN

1. Remain calm, account for all students and keep under direct supervision.
2. Remain in or return to the classroom. Lock the door.
3. Class change may not be recommended. Class bells may be shut off.
4. Do not change classes or release anyone until advised to do so.
5. Minimize the use of radios and cell phones.
6. These procedures should be followed for severe weather threats or until you are further advised.

When needed, red and green sheets of paper can be used to display to emergency forces, from the windows or under the doors, that you have an emergency, RED, or your area is under control, GREEN.

CODE RED LOCKDOWN/LOCKOUT

SHELTER IN PLACE

IMMINENT DANGER CONDITION LOCKDOWN/LOCKOUT

1. Remain in or return to the classroom.
2. Lock doors, turn off the lights and wait for further instructions.
3. Remain calm, account for all students and keep under direct supervision.
4. Class bells or signals and the fire alarm system may not be shut off. Do not change classes or respond to the fire alarm by evacuating the classroom unless fire or smoke is a specific threat or advised to do so.
5. Instruct students to stay away from windows and doors.
6. Minimize the use of radios and cell phones.
7. Emergency teams, all other staff and visitors should remain defensive and sheltered until advised to do otherwise.

When needed, red and green sheets of paper can be used to display to emergency forces, from the windows or under the doors, that you have an emergency, RED, or your area is under control, GREEN.

EVACUATION PROCEDURES

FIRE / EXPLOSION OR OTHER THREAT

IMMINENT DANGER CONDITION AND EVACUATION OF CLASS OR THE ENTIRE CAMPUS REQUIRED

1. Remain calm, account for all students and keep under direct control.
2. Evacuate building following pre-designated routes to assembly areas.
3. Instruct the first student in line to hold open door(s) until all persons in the class have evacuated.
4. Ensure that all students are out of the classroom and adjoining hall restrooms.
5. Do not attempt to fight fires. Student evacuation and safety is the foremost action required.
6. Stay alert and maintain order. You may be instructed that the evacuation route or the assembly area has been changed.
7. Absolute minimizing of cell phone and radio use at this time is required.
8. Stay in designated area until "All Clear" is given or further instructions are given.

When needed, red and green sheets of paper can be used to display to emergency forces, from the windows or under the doors, that you have an emergency, RED, or your area is under control, GREEN.

BOMB THREAT

THIS IS EITHER A THREAT OR A IMMINENT DANGER
CONDITION AND A **CODE RED** OR **CODE YELLOW**
LOCKDOWN ANNOUNCEMENT

1. Remain calm, account for all students and keep under supervision.
2. Refrain from cell phone and radio use. Possible frequency configurations could activate some devices.
3. Do not evacuate unless advised to do so. A locked classroom with the lights off and being away from windows and doors is by far the single best protection for both students and staff. This applies to most all emergencies whether it is a natural disaster or a man made threat.
4. If evacuating follow predestinated routes and to the assembly areas unless advised to do otherwise.

When needed, red and green sheets of paper can be used to display to emergency forces, from the windows or under the doors, that you have an emergency, RED, or your area is under control, GREEN.

INTRUDER ON CAMPUS

DO NOT CONFRONT HOSTILE PERSONS

1. Maintain visual sight of the intruder without putting yourself or others in jeopardy.
2. If others are present, direct them to notify the office for immediate assistance.
3. If no one is available, personally notify the office.
4. Do not confront a hostile intruder or do anything to escalate the situation.
5. Remain calm, bring your class to a lockdown condition and wait for instructions.

When needed, red and green sheets of paper can be used to display to emergency forces, from the windows or under the doors, that you have an emergency, RED, or your area is under control, GREEN.

MAJOR STUDENT DISRUPTION

1. Alert your Deputy and Administrators.
2. Attempt to calm the situation with verbal assertion.
3. Identify key players and concerns.
4. Isolate the key parties to neutral areas apart if you can without personal risk.
5. Advise all other students not involved to leave the area.
6. If the disruption escalates, Code Red Lockdown procedures should be implemented.

When needed, red and green sheets of paper can be used to display to emergency forces, from the windows or under the doors, that you have an emergency, RED, or your area is under control, GREEN.

GUN/WEAPON ON CAMPUS

THIS IS A CODE RED IMMINENT DANGER CONDITION

1. If you become aware of a weapon on campus contact the front office immediately without alerting the students and or the suspects.
2. Remain calm and account for all students and keep under direct supervision.
3. Calmly bring your area under a CODE RED LOCKDOWN condition.
4. Use extreme caution and do not approach or confront the suspect(s).
5. Loud sounds, signs of hysteria, abrupt or sporadic movement will further endanger your position.
6. If you have sent a student as a messenger to the office they are not to return from the office until advised to do so.

When needed, red and green sheets of paper can be used to display to emergency forces, from the windows or under the doors, that you have an emergency, RED, or your area is under control, GREEN.

GUEST TEACHER RESPONSIBILITIES

During Emergency Situations

Guest Teachers are responsible for implementing appropriate procedures to protect students.

These responsibilities include:

1. Establishing procedures for evacuation.
2. Supervising evacuation of students to a designated safe area.
3. Verifying the location and status of every student and staff member assigned to his/her class during this instructional period.
4. Completing the "Student Accounting Form" to be obtained from a member of the Student Accounting Team.
5. Maintaining order during the emergency and alleviating the fears of students by employing strategies to create a calming atmosphere during their supervision.
6. Remaining with students throughout the duration of the emergency until every student has been released through the official "student release process."
7. With the principal, establishing a "teacher buddy" system to pair teachers and classes so that some teachers can carry out their duties on the Local School Emergency Team.

SUMMARY OF UNIVERSAL PRECAUTIONS

Blood borne Pathogens

Universal Precautions are the steps taken to reduce the spread of blood borne diseases from one person to another. It is very important that these steps be fulfilled within the school to protect children, staff members, vendors, visitors, and others who have contact with the facility.

1. It is a requirement to wear vinyl or latex gloves when touching body fluid.
2. Wash hands before and after all emergency procedures. If skin comes in contact with body fluid, wash the affected area immediately with soap and water.
3. If your skin comes in contact with body fluids, report the incident at once to a school administrator or immediate supervisor. Not all reported situations will automatically be considered "**exposure incidents**." Each situation will be handled on an individual basis, including the determination by OSHA standards whether or not the Hepatitis B vaccine will be offered.
4. Never recap, bend, or break needles. Dispose of needles in red sharps containers.

The Exposure Control Manual is located in the main office of the building in which you will be guest teaching. If you have any questions about the prevention of the spread of blood borne pathogens, speak with a school administrator.

PROCESSES AND PROCEDURES



EXCITING OPPORTUNITY...



...FOR ALL COLLIER COUNTY GUEST TEACHERS...

In an effort to provide professional development opportunities for our guest teachers, we are happy to announce that you may now register for classes currently offered by our Office of Staff Development.

To find out more about these classes, what is offered, dates, locations, etc., log on to the district's Handy Electronic Registrar Online (HERO) website at

ero.eschoolsolutions.com and follow these simple instructions:

Click on "Log On" located at the top of the screen

Enter the Organization ID, Username, and Password

Organization ID: 18518

Username Log On: GuestTeacher@collier.k12.fl.us

Password: 1234

Click on "Course Catalog"

Click "Search" opposite "Course" (leave box blank)

We hope you will take advantage of these worthwhile professional development opportunities!

2011-12 PAYROLL PERIODS AND PAYDATES

PAY PERIOD	BEGIN DATE	END DATE	FIRST POST 10:00 A.M.	RESTRICTED 4:00PM	PAYROLL DUE DATE	LEAVE POST	PAY DATE
01	07/01	07/11	07/14	07/18*	07/26	07/05, 07/21	07/21
02	07/12	07/25	07/28	08/01*	08/09		08/04
03	07/26	08/08	08/12	08/15	08/23	08/19	08/19
04	08/09	08/22	08/26	08/29	09/07		09/02**
05	08/23	09/03	09/09	09/12	09/20		09/16**
06	09/04	09/17	09/23	09/26	10/04	09/30	09/30**
07	09/18	10/01	10/07	10/10	10/18		10/14**
08	10/02	10/15	10/21	10/24	11/01	10/28	10/28**
09	10/16	10/29	11/03	11/07*	11/15		11/10**
10	10/30	11/12	11/10***	11/14	11/29	11/18	11/18**
11	11/13	11/26	12/02	12/05	12/13		12/09**
12	11/27	12/10	12/14***	12/16*	01/05	12/21	12/21**
13	12/11	12/24	12/28	01/03*	01/10		01/06
14	12/25	01/07	01/12	01/17*	01/24	01/20	01/20**
15	01/08	01/21	01/27	01/30	02/07		02/03**
16	01/22	02/04	02/10	02/13	02/22	02/17	02/17**
17	02/05	02/18	02/24	02/27	03/06		03/02**
18	02/19	03/03	03/09	03/12	03/20		03/16**
19	03/04	03/17	03/23	03/26	04/10	03/30	03/30**
20	03/18	03/31	04/05	04/09	04/17		04/13**
21	04/01	04/14	04/20	04/23	05/01	04/27	04/27**
22	04/15	04/28	05/04	05/07	05/15		05/11**
23	04/29	05/12	05/18	05/21	05/30	05/25	05/25**
24	05/13	05/26	06/01	06/04	06/12		06/08**
25	05/27	06/09	06/15	06/18	06/26	06/22	06/22
26	06/10	06/30	07/06	07/09	07/17		07/13

GUEST TEACHER SALARY SCHEDULE

GUEST TEACHING

Degree (Associate, Bachelor, etc.)	\$91.43 per teacher day (7.5 hrs) or \$12.19 per hour.
Non-Degree	\$75.83 per teacher day (7.5 hrs) or \$10.11 per hour.
Long-Term Teaching (GCEA)	Regular teaching daily rate after 30 days (Board Policy)
Saturday School	\$16.84 per hour
LWIT Guest Teachers	\$18.98 per hour (Exceptions to be paid at the guest teaching rates listed above: Business Education, IMTS, Work Evaluation)
ESE Nurse Guest Teachers	\$18.98 per hour
LPN (Non-Degreed)	\$9.49 per hour
Summer School Teachers	Regular teacher guest teacher hourly rate

SECRETARIAL/CLERICAL/ASSISTANT/PARAPROFESSIONAL GUEST TEACHER SALARY SCHEDULE

Classification/Hourly Rate*

A	B	C	D	E
\$9.34	\$10.11	\$10.46	\$11.17	\$11.82

SUPPORTIVE SERVICES GUEST TEACHER SALARY SCHEDULE

Classification/Hourly Rate*

I	II	III	IV	V	VI
\$8.64	\$9.48	\$10.88	\$12.26	\$13.55	\$14.87

CONFIDENTIAL SECRETARY GUEST TEACHER SALARY SCHEDULE

Classification/Hourly Rate*

1	2	3	4	5	6
\$10.38	\$10.91	\$11.45	\$12.01	\$12.62	\$13.25

Previous CCPS employees shall be placed on the appropriate step for the classification based on CCPS experience.

CAFETERIA MANAGER GUEST TEACHER SALARY SCHEDULE

I	IA	II	III	IV	V	VI	VII
\$11.39	\$13.10	\$15.22	\$16.21	\$17.62	\$18.11	\$19.03	\$19.62

*Please refer to the appropriate salary schedule for a listing of all classifications.

LONG-TERM GUEST TEACHER ASSIGNMENTS

In the absence of a regular teacher, a long-term guest teacher shall be employed when it is known or determined that the regular teacher will be absent for more than thirty (30) consecutive days or for the remainder of the school year. Beginning on the thirty-first consecutive date of the regular teacher's absence, the long-term guest teacher shall be paid on the teacher salary schedule and shall assume the full duties of a regular teacher. The long-term guest teacher will not receive benefits except as required by law.

GUEST TEACHER RESTRICTIONS

All Guest Teachers are subject to restriction/termination based on administrator input with the following consequences:

- a. First occurrence – Guest Teachers are required to retake/take online training. Aesop will be reactivated upon successful completion of on-line training.
- b. Second occurrence – Guest Teachers are required to shadow two different teachers. Aesop will be reactivated upon completion of shadowing two (2) teachers.
- c. Third occurrence – Guest Teachers are removed from Aesop and positions are terminated.

EXPECTATIONS AND RESPONSIBILITIES



PROFESSIONAL ETHICS

Although your assignments are temporary, you are a valuable and valued member of the instructional staff. Accordingly, you should fulfill the same duties and exhibit the same professionalism expected of classroom teachers. You are urged to conduct yourself at school and in the community in ways that will bring credit to yourself, the teaching profession, and the District School Board of Collier County.

In observing guidelines for professional conduct, you:

1. Shall make reasonable effort to protect the student from conditions harmful to learning or to health or safety.
2. Shall not unreasonably deny a student access to diverse points of view.
3. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
4. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
5. Shall not intentionally violate or deny a student's legal rights.
6. Shall not exploit a professional relationship with a student for personal gain or advantage.
7. Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.
8. Shall not use institutional privileges for personal gain or advantage.
9. Shall accept no gratuity, gift, or favor that might influence professional judgment.
10. Shall offer no gratuity, gift, or favor to obtain special advantages.
11. Shall maintain honesty in all professional dealings.
12. Shall not intentionally make false or malicious statements about a colleague.
13. Shall not misrepresent one's own professional qualifications.
14. Shall fulfill all reasonable assignments of the staff member including supervisory duties outside the classroom.
15. Shall complete routine teaching duties including leaving room in order, leaving a summary of work completed, and such other responsibilities as may be necessary to ensure that instruction will progress smoothly.
16. Shall observe all District School Board of Collier County policies.
17. Shall remain on campus throughout the school day, including planning periods and lunch breaks.
18. Shall not discuss religion, sex, or politics with students unless the topic is expressly called for in the regular teacher's lesson plans. In cases where these topics are called for in the lesson plan, no comments will be made that are not germane to the lesson. Personal experiences or beliefs will not be shared.
19. Shall not use racist or sexist comments.
20. Shall not criticize members of the staff in the presence of students.

MANAGERIAL DUTIES

Reporting to the Office

1. Arrive at least thirty minutes before classes begin.
If you receive a late call, arrive as soon as possible.
2. Register in the office with the school secretary or other designated person.
3. Ask for a copy of the teacher's schedule and find out if he/she has any extra duties for the day. Clarify the lunch schedule; middle and high schools in particular have complicated bell schedules for lunch dismissal.
4. Obtain the teacher's lesson plans, class rolls, books, etc., if they have been left in the office. If you are unable to locate lesson plans, let the person responsible for guest teachers know immediately.
5. Ask if there are any special activities scheduled which will affect the usual procedures for the day.
6. Check the teacher's mailbox for bulletins, messages, or announcements. (Leave personal mail in the box.)
7. Request a school map and forms for routine procedures (absentee slips, hall passes, etc.)
8. Inquire about end-of-day responsibilities (i.e. walking the students to the buses) and procedures (i.e. safeguarding the teacher's materials, closing the classroom).
9. Familiarize yourself with the campus.
10. Find out if your classroom has a helping teacher or teacher's aide. Ask for his/her schedule.

Before Classes Begin

1. Introduce yourself to the team leader (elementary) or the department head (secondary) and/or a teacher in an adjacent classroom so that you'll have someone to call on if you have questions or problems.
2. Organize materials to be used during the day (notices from office, handouts, etc.), and check any equipment that will be used to ensure that it is working properly.

3. Locate the class seating charts.
4. Familiarize yourself with the fire drill and other emergency procedures, as well as the evacuation plan posted in the classroom.
5. Find out if any of your students have medical or physical problems, limitations, or routines of which you need to be aware. Also, check for any medication schedules, and who administers the medication (usually the clinic).

During Classes

1. Make any necessary announcements and complete managerial tasks.

Planning Period and Lunch

1. Do not leave the school during your planning period or lunch. If an emergency arises, consult the principal or designee.
2. Grade the assignments you feel competent to evaluate and organize and label all student work for the teacher.
3. Do not record grades in the teacher's grade book; instead, keep a separate list of students and grades given. If you are on an extended assignment, obtain instructions on how and where to record grades.

End of the Day

1. Leave a note for the teacher informing him/her how the day went. Be honest. You can use a copy of the **Substitute Report Form in the Appendix** for reporting to the teacher.
2. Leave the teacher's materials and students' work in the classroom or in the office as instructed.
3. Keep any copies of rosters, seating charts, etc., that you have made in case you guest teach in the same class again.
4. Ask the principal or his/her designee if your services will be needed the next day.
5. Check with the school secretary to sign forms or record any information needed for verification of your work for the day.

RESPONSIBILITIES OF A GUEST TEACHER

IF YOU ACCEPT A GUEST TEACHER TEACHING ASSIGNMENT

1. Be on duty at the assigned time.
2. Take roll and follow the school's attendance procedures.
3. Maintain order in the classroom.
4. Learn and make use of routine procedures, which have been established by the classroom teacher, helpers, and workers.
5. Make every effort to leave plans and materials in order.
6. Follow the teacher's plans in sequence.
7. Fulfill all responsibilities of the regular classroom teacher.
8. Supervise the students assigned to the regular classroom teacher at all times (i.e., home room, special classes, halls, dismissal, cafeteria, etc.)
9. Immediately report to the school administration all incidents involving student injuries or misconduct.
10. A guest teacher may handle various classroom situations in a manner comfortable to him/her within the framework of the teacher's guidelines and school policy. However, at no time should a guest teacher use any form of corporal punishment or physical force in dealing with student discipline.
11. A guest teacher is encouraged to take any concerns to the school Principal/Administrator.
12. Leave a note for the classroom teacher in the lesson plan book at the conclusion of the instructional day. This note should include:
 - a. work covered as specified in plan book
 - b. any change in the lesson plan and the reason
 - c. any misconduct of students
 - d. any communication received from parents
 - e. students who were helpful and well behaved
13. Work the same number of hours worked by the employee who is on leave or the scheduled number of hours for the vacant position.
14. Guest Teachers are **not permitted to leave** the school premises once they arrive.
15. For each day of guest teaching, sign in as directed by the individual school office.

ADVICE FOR GUEST TEACHERS

1. *Arrive Early.* Arrive at school with sufficient time to organize your materials and familiarize yourself with school rules, bell times, and procedures.
2. *Report to the School's Main Office.* Take advantage of available resources, starting with the main administrative office at the school or facility. Check with administrators, counselors, and secretaries to get any general information you will need to know that day. Collect the classroom keys, class rolls, schedule, and lesson plans. Ask about special assemblies or events scheduled for that day. If questions arise during the day, determine whom should you ask? Should you check the employee's mailbox? Do you have additional duties today (bus duty, lunchroom supervision)? Is the school discipline plan included in your materials? Whom do you contact in case of an emergency? How should you handle accidents?
3. *In the Classroom.* Greet students warmly as they arrive. Before the bell rings, ask students to sit down.
4. *Locate Seating Chart.* Make sure to locate class seating chart(s) as soon as possible. Be on top of the roll call situation. If you are not sure how to pronounce a name, spell the child's name and ask the student to pronounce it. Use the seating chart to call on students.
5. *A Well-planned Lesson.* While you should typically find a well-planned lesson available for use, always have supplemental plans handy in case the teacher's plan does not cover the time allotted for class. Your plans should be generic and deal with appropriate subject material.
6. *Expect the Unexpected.* Be ready for contingent action. Stay in control. Be flexible and demonstrate a sense of humor.
7. *Building Relationships.* Building a positive relationship with students will increase your ability to manage the classroom.
8. *It is essential that good classroom discipline be achieved and maintained.* Pupils are masters at detecting when people are insecure and they sometimes take advantage of the situation.
9. *A good attitude and a feeling of self-confidence are essential.* If you have a cheerful, confident feeling about guest teaching, you can provide a rewarding experience for yourself and for the students involved.
10. *Punishment.* NO form of corporal punishment is acceptable.
11. *Be Honest.* Don't be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find the answer for the student.

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12. *Be Positive.* Ensure that you start a class by being positive and convey that you will leave the students something of value.
13. *Avoid Sitting in the Teacher's Chair.* Try to avoid sitting in the teacher's chair or standing behind a podium. Move around the room as you teach.
14. *Introduce Yourself.* Write your name, today's date, and the day's lesson on the board. It is often helpful to number the assignments. Introduce yourself to the teacher next door.
15. *Dress for Authority.* The wrong clothes can hurt you. Leave casual clothes at home, unless otherwise instructed. As a guest teacher, you need to establish yourself. Avoid dressing like the students. Guest teachers working with pre-schoolers and special education students are advised/instructed to wear comfortable clothing.
16. *End of Day.* Take the time to clean the room and put the desks back in order at the end of the day. The best guest teachers take the time to communicate in writing. Make it as easy as possible for the teacher to return to work. Try to provide specific, positive feedback about how the class went.
17. *Confidentiality.* During your employment within a school or administrative building, you will have to access to and learn about confidential information. You are not to communicate or divulge confidential information. Confidentiality includes the work or behavior problems of a student.
18. *One Minute of Silence.* During the one-minute period of silence the guest teacher is responsible to have all pupils remain seated, silent, and making no distracting display. An announcement will be made at the beginning and at the end of the minute of silence. You, as well as the students, shall remain silent. If a student walks out of the room, you will make a note of the name of the student and report the action of the student to the teacher and to a school administrator.
19. *Pledge of Allegiance.* Florida law requires the daily recitation of the Pledge of Allegiance. Students should stand during the Pledge; however, no child should be compelled to recite the Pledge if he, his parent or guardian objects to participating. Students who object shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others. If you have a student who objects, you must allow the student to remain silent during the Pledge. Do not try to encourage the student to participate or in any way comment upon the student's non-participation.

CLASSROOM MANAGEMENT TIPS

The following tips, if practiced routinely, may help eliminate classroom problems before they begin.

Take control early and let students know that rules will be enforced.

Explain how you intend to manage the classroom through the instructional period/day lesson. Help students understand your intentions with a lesson. Making lessons interesting will help you keep students' interest.

Students are familiar with discipline plans left by their teacher; please try to follow them.

TIPS TO REMEMBER –

Ignore behaviors at first. Students may just be asking a neighbor a simple question. If problems persist, then start with a **positive reminder**. Making eye contact can sometimes be a reminder to students that you have an idea they are causing a problem. Making eye contact can stop problems very quickly.

Proximity is a strategy that is effective for good classroom management. Moving around the room will help keep all students involved in the lesson. Often moving to students who are causing problems will get them to stop acting inappropriately.

Relocating students may be done but should only be done if other requests to stop the undesired action fail. Asking students to change seat locations may be disruptive and challenging.

Private conferences or talking one-on-one to students is a good option for disruptive students. Never degrade or intimidate students when disciplining. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students.

Common sense should be used anytime you are working with students. Make all consequences fit the infraction.

Exercise self control by always being in control. As the adult in the classroom the guest teacher is expected to be the authority figure. Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions, or judgments.

Always consult the school administrator for major discipline **issues**.

General Information



CCPS School Board Members



Dr. Kamela Patton

Superintendent

District 1
Term Expires 11/2014



Patricia Carroll
Member

carrolpa@collier.k12.fl.us

District 2
Term Expires 11/2012



Kathleen Curatolo
Member

curatoka@collier.k12.fl.us

District 3
Term Expires 11/2014



Barbara Berry
Member

Berryb1@collier.k12.fl.us

District 4
Term Expires 11/2012



Julie Sprague
Chair

spraguju@collier.k12.fl.us

District 5
Term Expires 11/2014



Roy Terry
Vice-Chair

Terryro@collier.k12.fl.us

IMPORTANT INFORMATION

1. Guest teachers, regardless of the length of assignment, are not entitled to benefits.
2. **Guest Teachers not meeting expectations of a school administrator may be removed from the school guest teacher roster. Upon receipt of a first deletion request for a particular guest teacher, the Executive Director of Human Resource may remove the guest teacher from the central list based upon the nature and severity of the incident reported in the request. Once three schools request that a substitute be removed from their respective roster, the guest teacher will be permanently removed from the guest teacher roster for all Collier County Public Schools.**
3. If there are any questions concerning a paycheck (i.e., incorrect paycheck amounts, missing days, hours, etc.) it is the responsibility of the guest teacher to confirm all the time worked. The guest teacher may contact the school where they were guest teaching with questions. A listing of all of our schools can be found at: <http://www.collier.k12.fl.us/schools/index.asp>
4. Substitute teachers contribute to Bencor, a Social Security Alternative Plan, which is an Internal Revenue Code 401(a) account. This Internal Revenue Code 401(a) account is considered a pension plan; therefore, you should consult a qualified tax advisor if you also participate in or make contributions to any other retirement plan, annuity, or Individual Retirement Account ("IRA"). The School Board does not contribute to the Internal Revenue Code 401(a) account. There are no other benefits for substitutes. If an assignment extends beyond six consecutive months, the employee enters the Florida Retirement System and Social Security System.

SCHOOL LOCATIONS

NAPLES

1. **DR. MARTIN LUTHER KING, JR. 377-0001**
ADMINISTRATIVE CENTER
5775 OSCEOLA TRAIL, NAPLES FL 34109
DR. KAMELA PATTON, SUPERINTENDENT
FAX 377-0206
2. **AVALON ELEMENTARY 377-6200**
3300 THOMASSON DR., NAPLES FL 34112
MS. SUZETTE NOLAN, PRINCIPAL
FAX 377-6201
3. **BARRON COLLIER HIGH 377-1200**
5600 COUGAR DR., NAPLES FL 34109
MR. TIM KUTZ, PRINCIPAL
FAX 377-1201
4. **BIG CYPRESS ELEMENTARY 377-6300**
3250 GOLDEN GATE BLVD. W., NAPLES FL 34120
MS. ANGELA LETTIERE, PRINCIPAL
FAX 377-6301
5. **CALUSA PARK ELEMENTARY 377-6400**
4600 SANTA BARBARA BLVD., NAPLES FL 34104
DR. TERRIE MITEV, PRINCIPAL
FAX 377-6401
6. **CORKSCREW ELEMENTARY 377-6500**
1065 C.R. 858, NAPLES FL 34120
MS. TERRI LONNEMAN, PRINCIPAL
FAX 377-6501
7. **CORKSCREW MIDDLE 377-3400**
1165 C.R. 858, NAPLES FL 34120
MR. DENNIS SNIDER, PRINCIPAL
FAX 377-3401
8. **CYPRESS PALM MIDDLE 377-5200**
4255 18TH AVE. NE., NAPLES FL 34120
MR. JOHN KASTEN, PRINCIPAL
FAX 377-5201
9. **EAST NAPLES MIDDLE 377-3600**
4100 ESTEY AVE., NAPLES FL 34104
MR. JOE MIKULSKI, PRINCIPAL
FAX 377-3601
10. **ESTATES ELEMENTARY 377-6600**
5945 EVERGLADES BLVD. N., NAPLES FL 34120
MS. FRANCINE EUFEMIA, PRINCIPAL
FAX 377-6601
11. **GOLDEN GATE ELEMENTARY/PK-2 377-6900**
4911 20TH PLACE SW., NAPLES FL 34116
MS. MARILOU ANDREWS, PRINCIPAL
FAX 377-6901
12. **GOLDEN GATE ELEMENTARY/PK-5 377-6900**
5055 20TH PLACE SW., NAPLES FL 34116
MS. MARILOU ANDREWS, PRINCIPAL
FAX 377-6701
13. **GOLDEN GATE HIGH 377-1600**
2925 TITAN LANE, NAPLES FL 34116
MR. JOSE HERNANEZ, PRINCIPAL
FAX 377-1601
14. **GOLDEN TERRACE ELEMENTARY NORTH/ 377-7000**
2711 44TH TERR. SW., NAPLES FL 34116
MS. KIMBERLY LONERGAN, PRINCIPAL
FAX 377-7001
15. **GOLDEN TERRACE ELEMENTARY SOUTH 377-6800**
2765 44TH TERR. SW., NAPLES FL 34116
MS. KIMBERLY LONERGAN, PRINCIPAL
FAX 377-6801
16. **GOLDEN GATE MIDDLE 377-3800**
2701 48TH TERR. SW., NAPLES FL 34116
MS. LESLIE MORRIS, PRINCIPAL
FAX 377-3801
17. **GULF COAST HIGH 377-1400**
7878 SHARK WAY, NAPLES FL 34119
MR. DAVID STUMP, PRINCIPAL
FAX 377-1401
18. **GULFVIEW MIDDLE 377-4000**
255 5TH STREET S., NAPLES FL 34102
MR. KEVIN HUELSMAN, PRINCIPAL
FAX 377-4001
19. **LAKE PARK ELEMENTARY 377-7200**
1295 14TH AVE. N., NAPLES FL 34102
MS. TAMMIE STEWART, PRINCIPAL
FAX 377-7201
20. **LAUREL OAK ELEMENTARY 377-7400**
7800 IMMOKALEE RD., NAPLES FL 34119
MR. CHARLES FRONTZ, PRINCIPAL
FAX 377-7401
21. **LELY ELEMENTARY 377-7500**
8125 LELY CULTURAL PKWY., NAPLES FL 34113
MS. SUSAN BARCELLINO, PRINCIPAL
FAX 377-7501
22. **LELY HIGH 377-2000**
1 LELY HIGH SCHOOL BLVD., NAPLES FL 34113
MR. KENNETH FAIRBANKS, PRINCIPAL
FAX 377-2001
23. **LORENZO WALKER TECHNICAL HIGH 377-3300**
3702 ESTEY AVE., NAPLES FL 34104
MS. JEANETTE JOHNSON, PRINCIPAL
FAX 377-1001
24. **MANATEE ELEMENTARY 377-7600**
1880 MANATEE RD., NAPLES FL 34114
MS. WENDY CRAWFORD, PRINCIPAL
FAX 377-7601
25. **MANATEE MIDDLE 377-4400**
1920 MANATEE RD., NAPLES FL 34114
MS. PEGGY AUNE, PRINCIPAL
FAX 377-4401
26. **MIKE DAVIS ELEMENTARY 377-9000**
3215 MAGNOLIA POND DR., NAPLES FL 34116
MR. ROBERT SPANO, PRINCIPAL
FAX 377-8601
27. **NAPLES HIGH 377-2200**
1100 GOLDEN EAGLE CIR., NAPLES FL 34102
DR. NANCY GRAHAM, PRINCIPAL
FAX 377-2201
28. **NAPLES PARK ELEMENTARY 377-7700**
685 111TH AVE. N., NAPLES FL 34108
MS. BARBARA BUDZYNSKI, PRINCIPAL
FAX 377-7701
29. **NORTH NAPLES MIDDLE SCHOOL 377-4600**
16165 LEARNING LANE, NAPLES FL 34110
MR. MARGARET JACKSON, PRINCIPAL
FAX 377-4601
30. **OAKRIDGE MIDDLE 377-4800**
14975 COLLIER BLVD., NAPLES FL 34119
MR. KEVIN SABA, PRINCIPAL
FAX 377-4801
31. **OSCEOLA ELEMENTARY 377-7800**
5770 OSCEOLA TRAIL, NAPLES FL 34109
MS. JANET JORDAN, PRINCIPAL
32. **PALMETTO ELEMENTARY 377-9100**
3000 10TH AVE. S.E., NAPLES FL 34117
DR. MARILYN MOSER, PRINCIPAL
FAX 377-9101
33. **PALMETTO RIDGE HIGH 377-2400**
1655 VICTORY LANE, NAPLES FL 34120
MS. TAMMY CARAKER, PRINCIPAL
FAX 377-2401

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34. **PARKSIDE ELEMENTARY** 377-8900
5322 TEXAS AVE., NAPLES FL 34113
DR. JAN MESSER, PRINCIPAL
FAX 377-8901
35. **PELICAN MARSH ELEMENTARY** 377-7900
9480 AIRPORT RD. N., NAPLES FL 34109
DR. JAMES GASPARINO, PRINCIPAL
FAX 377-7901
36. **PINE RIDGE MIDDLE** 377-5000
1515 PINE RIDGE RD., NAPLES FL 34109
MR. GEORGE BRENCO, PRINCIPAL
FAX 377-5001
37. **POINCIANA ELEMENTARY** 377-8100
2825 AIRPORT RD., NAPLES FL 34105
MS. JENNIFER KINCAID, PRINCIPAL
FAX 377-8101
38. **SABAL PALM ELEMENTARY** 377-8200
4095 18TH AVE NE., NAPLES FL 34120
MS. TAMMY BROWN, PRINCIPAL
FAX 377-8201
39. **SEA GATE ELEMENTARY** 377-8300
650 SEAGATE DR., NAPLES FL 34103
MR. BRIAN CASTELLANI, PRINCIPAL
FAX 377-8301
40. **SHADOWLAWN ELEMENTARY** 377-8400
2161 SHADOWLAWN DR., NAPLES FL 34112
MS. NICOLE STOCKING, PRINCIPAL
FAX 377-8401
41. **TOMMIE BARFIELD ELEMENTARY** 377-8500
101 KIRKWOOD ST., MARCO ISLAND FL 34145
DR. JORY WESTBERRY, PRINCIPAL
FAX 377-8501
42. **VETERANS MEMORIAL ELEMENTARY** 377-8800
15960 VETERANS MEMORIAL BLVD., NAPLES FL 34110
MR. TIM FERGUSON, PRINCIPAL
FAX 377-8801
43. **VINEYARDS ELEMENTARY** 377-8700
6225 ARBOR BLVD., NAPLES FL 34119
MS. MARY SMITH, PRINCIPAL
FAX 377-8701
44. **WALKER INSTITUTE OF TECHNOLOGY** 377-0900
3702 ESTEY AVE., NAPLES FL 34104
MS. JEANETTE JOHNSON, PRINCIPAL
FAX 377-0901
45. **ALTERNATIVE SCHOOLS** 377-1050
SUMMER SCHOOL 377-1060
NEW BEGINNINGS-NAPLES
3710 ESTEY AVE., NAPLES FL 34104
MR. WILLIAM SPANO, PRINCIPAL
FAX 377-1051
50. **IMMOKALEE HIGH** 377-1800
701 IMMOKALEE DR., IMMOKALEE FL 34142
DR. MARY MURRAY, PRINCIPAL
FAX 377-1801
51. **IMMOKALEE MIDDLE** 377-4200
401 N. 9TH STREET, IMMOKALEE FL 34142
MR. ABEL JAIMES, PRINCIPAL
FAX 377-4201
52. **IMMOKALEE TECHNICAL CENTER** 377-9900
614 S. 5TH ST., IMMOKALEE FL 34142
MR. DORIN OXENDER, PRINCIPAL
FAX 377-9901
53. **LAKE TRAFFORD ELEMENTARY** 377-7300
3500 LAKE TRAFFORD RD., IMMOKALEE FL 34142
DR. ROBERT MURRAY, PRINCIPAL
FAX 377-7301
54. **PINECREST ELEMENTARY** 377-8000
313 9TH ST., IMMOKALEE FL 34142
MS. KAREY STEWART, PRINCIPAL
FAX 377-8001
55. **VILLAGE OAKS ELEMENTARY** 377-8600
1601 S.R. 29, IMMOKALEE FL 34142
MS. DORCAS HOWARD, PRINCIPAL
FAX 377-8601
- MISC. OFFICES**
56. **MAINTENANCE** 377-0630
IMMOKALEE OFFICE 377-0650
5702 COUGAR LANE, NAPLES FL 34109
MR. RICHARD MALICK, DIRECTOR
FAX 377-0631
57. **PROFESSIONAL DEVELOPMENT CENTER (PDC)** 377-0810
615 3RD AVE. S., NAPLES FL 34102
MR. JOHN LAMBLEY, ADMINISTRATOR
FAX 377-0811
58. **TRANSPORTATION** 377-0600
IMMOKALEE OFFICE 377-0651
5700 COUGAR LANE, NAPLES FL 34109
MR. JEFF STAURING, DIRECTOR
FAX 377-0601 ~ NAPLES
FAX 377-0661 ~ IMMOKALEE
59. **SOCIAL SECURITY** 530-3362 OR (800-772-1213)
3174 TAMiami TRAIL E., NAPLES FL 34104
- ALL OF COLLIER COUNTY IS AREA CODE (239)**
www.collier.k12.fl.us

EVERGLADES

46. **EVERGLADES SCHOOL** 377-9800
P.O. BOX 170
415 SCHOOL DR., EVERGLADES CITY FL 34139
MS. CHERISE BRUMMER, PRINCIPAL
FAX 377-9801

IMMOKALEE

47. **BETHUNE EDUCATION CENTER** 377-9900
614 S. 5TH ST, IMMOKALEE FL 34142
DR. DORIN OXENDER, PRINCIPAL
FAX 377-9901
48. **EDEN PARK ELEMENTARY** 377-9200
3650 WESTCLOX ST., IMMOKALEE FL 34142
MS. LINDA SALAZAR, PRINCIPAL
FAX 377-9201
49. **HIGHLANDS ELEMENTARY** 377-7100
1101 LAKE TRAFFORD RD., IMMOKALEE FL 34142
MR. SEAN KINSLEY, PRINCIPAL
FAX 377-7101

GUEST TEACHER IDEAS



RESOURCES FOR GUEST TEACHERS

AESOP

www.aesoponline.com

A Survival Kit for the Substitute Teacher

By: Jennifer Gaither

ISBN: 096-641-54-OX

Published by: **Jenrod, Inc.**

6107 Hopeton Avenue
Baltimore, MD 21215

Effective Substitute Teachers: Myth, Mayhem or Magic?

By: Terrie St. Michel

ISBN: 080-396-24-87

Published by: **Corwin Press, Inc.**

2455 Teller Road
Thousand Oaks, CA 91320-2218
<http://www.corwinpress.com>

Mastering the Art of Substitute Teaching

By: S. Harold Collins

ISBN: 093-199-30-24

Published by: **Garlic Press, Inc.**

605 Powers Street
Eugene, OR 97402

Recruiting & Training Successful Substitute Teachers: Participant's Notebook

By: James B. Rowley

ISBN: 080-396-77-56

Published by: **Corwin Press, Inc.**

2455 Teller Road
Thousand Oaks, CA 91320-2218
<http://www.corwinpress.com>

Substitute Ingredients

By: S. Harold Collins

ISBN: GP-001

Published by: **Garlic Press, Inc.**

605 Powers Street
Eugene, OR 97402

Substitute Teacher: A Handbook for Hassle Free Subbing

By: Barbara Pronin

ISBN: 031-277-48-42

Published by: **Saint Martin's Press**

175 Fifth Avenue

New York, NY 10010

Substitute Teacher's Reference Manual

By: Carol A. Jones

ISBN: 088-280-13-5X

Published by: **E T C Publications**

700 E. Vereda del Sur

Palm Springs, CA 92262

Substitute Teacher's Step-By-Step Survival Handbook: Elementary Level

By: Lisa Robinson

ISBN: 187-827-63-44

Published by: **Educational Systems Associates, Inc.**

P.O. Box 96

Kearny, NE 68848-0096

Substitute Teaching: Planning for Success

By: Elizabeth S. Manera

ISBN: 091-209-90-62

Published by: **Kappa Delta Pi**

3707 Woodview Trace

Indianapolis, IN 46268-1158

<http://www.kdp.org/publications/html>

Teacher (Substitute) Survival Kit, Vol. 1:

Emergency Activities Material on Class Control Guide

By: Thomas J. Rundquist

ISBN: 091-2019-90-62

Published by: **Nova Media, Inc.**

1724 N. State Street

Big Rapids, MI 49307-9073

<http://www.nov.com>

ARE YOU AN ORGANIZED GUEST TEACHER?

You must be well organized to keep track of your assignments.

Keep a personal calendar with you both at home and when you are on an assignment. You may be asked to book a future date by the administrator of the school in which you are working. In order to give an accurate answer to a request, you must know your commitments.

Confirm all dates with the administrator. Employees may request specific guest teachers, but the administrator, not the employee, secures a guest teacher.

When you report to each assignment, make sure you complete any paperwork the school requires. You may have forms to complete both before and after the school day. As you complete the paperwork, make sure your name is spelled correctly.

Your personal calendar is also critical for keeping track of the days you worked and of the days you have been paid. Your paycheck may not arrive until several days or weeks after your assignment. You need to take the initiative in making certain that you are paid correctly.

Advantages of Being a Guest Teacher

- Gain experience without all the nightly work and preparation.
- Compare and contrast different schools and their environments.
- Be better prepared for interviews by meeting administrators.
- Teach and learn a variety of materials.
- Get to know people – network.
- See job postings and hear about possible vacancies.
- Gain confidence in your abilities to teach.
- Practice classroom management techniques.
- Choose which days to work – flexible schedule.

FEEDBACK LEFT BY GUEST TEACHER

Substitute Employee Substitute Experience
On a scale of 1-5, with 1 being poor and 5 excellent,
please rate your substituting experience for this
assignment.

Name	Name	<input type="text"/>
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Please answer the questions below.

Notes regarding lesson plans

I also taught

Notes regarding behavior

Terrific helpers

Students who were absent

Messages for the permanent teacher

